

**CAPITAL COMMUNITY COLLEGE**  
**Counselor**  
**CCP-19, 12 Month, Tenure Track Position**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** 950 Main Street, Hartford, CT 06103

**Hours:** 35 hours a week

**Salary:** \$ 62,613 approximate annual salary

**Closing Date:** October 30, 2012

**General Knowledge, Skills and Abilities:**

Master's degree in counseling or related field and two years of experience in professional counseling required. Student retention and student success experience desirable, as is experience working with a diverse male population in higher education.

**Substitution Allowed:**

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**General Experience:**

Under the direction and supervision of the Dean of Students or designee, the Counselor is responsible for providing professional counseling to students, assessing students' developmental needs and initiating programs designed to meet those needs; assisting students in defining academic career goals and formulating academic plans to meet those goals; providing academic and educational information on academic policies, such as transfer and graduation requirements; conducting seminars and orientation sessions for students on academic, career, and personal strategies and performing other counseling duties as assigned.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, transcripts and the names of three references to:

**Josephine Agnello-Veley**  
**Assistant Director of Human Resources**  
**Capital Community College**  
**950 Main Street**  
**Hartford, CT 0610**  
**Email: [CA-HRApplciant@ccc.commnet.edu](mailto:CA-HRApplciant@ccc.commnet.edu)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.